

**Return by Thursday, October 20, 2022**  
**To: [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov)**  
Milwaukee Public Library Business Office  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233

**RFP No.: MPL-22-007**  
**Dated: September 8, 2022**

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**MILWAUKEE PUBLIC LIBRARY  
REQUEST FOR PROPOSALS FOR  
Lease of Milwaukee Public Library Bookseller  
Café Space for Food Services**

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The Milwaukee Public Library through its Board of Trustees (“MPL” or “Library”) is seeking proposals from qualified vendors (“Vendor”) to establish a contract through competitive negotiation for the Lease of MPL’s Bookseller Café Space and Food Services at the Milwaukee Central Library.

**I. General**

A. Background

The Milwaukee Central Library is an historic 450,000 square foot building that greets over 300,000 visitors per year (2019). The Library hosts thousands of engaging cultural events and programs annually. The Library collects, preserves, publishes, and makes available over 5 million materials serving Milwaukee's current community interests and rich history through its circulating and reference collections. Due to the diversity of the collections of the Library, many people make extended visits to MPL to make use of them. Approximately 25,000 visitors per month use the Library (2019). MPL’s meeting rooms are used extensively by local groups and businesses. The Vendor will have an opportunity to serve the patrons and staff of the Library, other City agencies and the general public.

B. Statement of Needs

The Vendor shall provide all labor, materials, and supplies necessary to provide dining, carry-out and general café style food services at the Library. Breakfast, lunch, coffee services, drink items, and snack foods shall be provided during Bookseller/Library hours, except for City holidays. Catering services may also be provided for, as requested, before or after normal operating hours. MPL will also consider proposals that focus on or include a kiosk in the Grand Rotunda off of the Wisconsin Avenue entrance.

C. Onsite Tour and Questions

There will be an onsite tour and opportunity to submit questions on Monday, September 26, 2022. Vendors should be available to tour the Café space located in the Milwaukee Central Library at 814 West Wisconsin Avenue. The tour will take place at 1:30 p.m. Attendees should meet in the Grand Rotunda just inside the Wisconsin Avenue doors.

All other questions must be submitted electronically, per the instructions in the Official Notice.

D. Proposal Due Date

Proposals, in their entirety, must be received electronically by the Business Office of the Milwaukee Public Library, [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov) no later than **3:00 p.m. on Thursday, October 20, 2022**. All proposals and accompanying documentation will become the property of the Milwaukee Public Library and will not be returned.

E. Propriety Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If any information is marked as proprietary in the proposal, such information will not be made public.

**II. Scope of Services**

A. Location

The Library will furnish space, named Café, on the first floor of the Milwaukee Central Library building. The Vendor must maintain the space in a clean, safe and functional condition. The Vendor shall not make any changes to the premises that have not been approved by the Library and the Facility Management Division. A joint inspection will be made by the Library and the Vendor prior to implementation of operations. The inspection shall be documented and signed by the Vendor and the Library. A similar inspection shall be made at contract completion or at any time during contract performance. The Vendor shall be responsible for any damages caused by its negligence, loss or wear beyond normal usage. For the purpose of this solicitation, Attachment 1, the Bookseller and Cafe Floorplan shows the area previously used for the Café space.

The Café occupies a room in the southeast corner of the Milwaukee Central Library. The approximate room measurements can be viewed in Attachment 1. The area may be used as an espresso bar, soup, salad, and sandwich café. The location is suitable to provide both pickup and carryout services. An outdoor patio area to the south of the building on Wisconsin Avenue is available for use, but has not been previously marketed by the Café. The Library has a designated commercial sink and storage area with shelves provided for the Café Vendor's use to assure that boxes, cartons, barrels, carts or other similar items are not in view in public areas.

The Library shall provide electrical services. The Library shall not be held responsible for any break in these services or for any loss of operational hours by the Vendor resulting from them.

The concessionaire will provide all other improvements, services, personnel and equipment needed to operate the Café. The Vendor will be responsible for his/her own telephone and for all other costs and expenses of its operations. If the concessionaire desires signage or improvements, they must be approved in advance by the Library and installed at the concessionaire's expense. Upon separating from the Library Café business, the concessionaire does not have a right to "sell" the business but is allowed to remove or sell the equipment that is owned by the concessionaire, but nothing owned by the Library.

The Vendor will provide a list of equipment provided at the expenses of the Vendor. These will not become fixtures to the premises. At the expiration or termination of the contract, the Vendor is entitled to remove and take out the Vendor-financed equipment, or to sell the same to the successor.

B. Certifications and Licenses

The Vendor must meet all required sanitation and safety standards, including compliance with applicable health codes and shall obtain all required certifications and licenses. Certifications and licenses must be displayed in the Café space and copies must be furnished to the Library.

C. Food Provided and Preparation

The Café will provide beverages and a variety of light fare to patrons and staff of the Library, other City agencies and the general public at inexpensive to moderate prices. Neither tobacco products nor alcoholic beverages may be sold at the Café.

The Café is not a full-service kitchen. The Vendor should prepare all foods requiring heavy kitchen equipment, deep-fryer, grill and/or commercial exhaust offsite. The Vendor may propose to prepare some items, such as sandwiches, salads, or hot beverages onsite; however, foods available for purchase shall require minimal warming and/or preparation on the Library premises. All contactor deliveries of food items and supplies shall be made to the Library's loading dock.

Additionally, the Vendor should propose its ability to offer food and refreshments served in the Library's meeting rooms for meetings or events held during regular public hours of operations at the Library, as well as providing utensils, supplies, containers and linens as required. While catering information can be provided to all making room reservations, there is no exclusivity in this RFP.

D. Janitorial, Cleaning, and Trash Removal

The Vendor shall be responsible for keeping the Café food preparation and seating areas clean, neat, and in safe, sanitary conditions, including immediately cleaning up all spills and messes. The Vendor shall also remove garbage and trash from the food preparation and seating areas daily. The garbage and trash should be taken to the building trash pickup area at the loading dock, and the containers shall be washed out daily. The Library reserves the right to inspect the Vendor's food preparation and seating areas to ensure a clean, healthy and safe environment.

E. Marketing and Promotion

The Vendor shall be responsible for marketing services provided under this award; however, no such effort will be permitted without prior specific written authority from the Library Director or their designee. The Library reserves the right of prior approval of any and all signs, posters or advertisements placed on Library premises. The Library may provide advertising space in the display cases.

F. Building Security

The Vendor shall ensure that all of its owners, officers, employees and agents who will be in the Library (hereafter referred to as "employees") shall comply with the security requirements set forth by Library security and access policies. The Vendor shall ensure compliance with these requirements before any employee is permitted within the Library.

G. Reporting and Delivery Requirements

1. Initial Start-up Plan

The Friends of Milwaukee Public Library will be the administrating entity for this contract. Within 15 days of contract award, the Vendor must forward a finalized start-up plan to the Friends of Milwaukee Public Library and the Library Director or their designee. The plan shall include, but not be limited to the following:

- a. Setup of small equipment schedule;
- b. Timelines;

- c. Copies of current business licenses and proof of insurance.

## 2. Health and Safety Inspection Reports

The Vendor shall forward copies of all health and safety inspection reports rendered on any area of service provided under the lease agreement (contract) to the Library Director or their designee within eight (8) business hours of receipt from the inspecting official or agency.

## 3. Planned or Emergency Closings

- a. The Vendor shall immediately advise the Library Director or their designee of planned or emergency closings.
- b. Any decisions to close the Library due to inclement weather during the standard workweek, encompassing Monday through Friday, will be made by the City Administration.

A decision by the City Administration to close the Library will be communicated by the City to the local media, radio and television stations.

- c. Any decision to close the Library that affect weekend hours, holiday period, field operations, or partial shift closings, will be made by the Milwaukee Public Library Director.

A decision of the Milwaukee Public Library's Director to close the Library on any weekend or holiday when it is scheduled to be open will be communicated to the public using the local media, radio, and television stations.

## 4. Quarterly Sales Reports

No later than the 10th day of the month following the month for the reporting period, the Vendor shall provide to the Friends of Milwaukee Public Library and the Library Director or their designee the monthly sales report and the monthly rent check. The monthly sales report should include the gross receipts for the previous month.

### **III. Schedule**

Current Bookseller hours are Wednesdays to Saturdays from 10:00 a.m. to 4 p.m. Proposals should include preferred hours if the Bookseller's hours are expanded in the future.

### **IV. Contract Length**

The initial term of the contract shall be for a two-year period with the effective date to be determined at time of award with the option of four (4) two-year renewal periods.

### **V. Expected Agreement**

The successful responder will be expected to enter into an agreement on the form prepared by the Library, which is substantially the same as the Request for Proposal, Scope of Services, and Standard Terms and Conditions. In no event shall the responder submit their own terms and conditions as a response to this RFP.

### **VI. Instructions for Preparation of Responses**

#### **A. Proposal Content**

Proposals must include the following:

1. Letter of introduction including the signature page.
2. Specific food concept and menu plans, or methodology to be used to perform the services.
3. Qualifications and experience of Responder in providing similar operations to the services described within this RFP, e.g., café, catering, and restaurant services.
4. Proposed rent amount and/or commission rate offered to the Friends of MPL to lease the Café space.
5. Understanding of the desired concept, services, and suitability of products for location.
6. Ability to achieve the City of Milwaukee Disadvantaged Business Enterprise goals via Vendor SBE or LBE status, or intended use of SBE or LBE subcontractors.

B. Evaluation and Award Criteria

A proposal Evaluation Committee will be formed, with representatives from the Milwaukee Public Library and Friends of the Milwaukee Public Library, to review proposals submitted.

The Evaluation Committee will carefully evaluate all proposals received and select a limited number of responders to present additional details via an onsite presentation. Proposals will be awarded a maximum of 100 points according to the following criteria:

- |  |         |
|--|---------|
| 1. Food concept and menu plans or methodology                | 30 pts. |
| 2. Qualifications and relevant experience of Responder       | 30 pts. |
| 3. Proposed rent amount and/or commission rate               | 15 pts. |
| 4. Understanding of requirements in the RFP                  | 15 pts. |
| 5. City of Milwaukee Disadvantaged Business Enterprise goals | 10 pts. |

**Proposal Signature**

**Proposal: Lease of Milwaukee Public Library Bookseller Café Space for Food Services**

The undersigned hereby declares that this Vendor is interested in furnishing services for the Milwaukee Public Library on the designated project. To be signed by person authorized to legally bind Vendor to proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (Print or Type)

**Vendor Information**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

If your company would engage the services of other vendors, list them as applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you complete all work within the schedule identified in the RFP, Section II. Scope of Services?

Yes \_\_\_\_ No \_\_\_\_

I/We acknowledge receipt of addenda numbered \_\_\_\_ through \_\_\_\_.